

FAC96: Records Management, Storage and Archiving Services and Moving Services Statewide Contract

UPDATED: June 22, 2020

Contract #:	FAC96
MMARS MA #:	FAC96*
Initial Contract Term:	January 22, 2016 to January 31, 2019
Maximum End Date:	One (2) year extension(s) to January 31, 2023
Current Contract Term:	February 1, 2019 – January 31, 2021 <i>(please review individual vendor terms)</i>
Contract Manager:	Cameron O’Brien, (617) 720-3125, Cameron.E.OBrien@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	78-13-00, 78-10-18
Notes: Please see vendor list and information, contract vendor terms have changed.	

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for FAC96. This contract provides Records Management, Storage and Archiving Services and Moving Services which include, but are not limited to, the following:

- **Monthly Storage Services:** Relocate data files to be held in secure off-site storage facilities.
- **Archiving Services:** Index and track data files being held in off-site storage facilities.
- **Retrievals Services:** Request stored data files to be returned to requesting facility.
- **Transportation Delivery/Pick-up Services:** Provide transport of data files to and from facility using secure vehicles.
- **Emergency Delivery/Pick-up Services:** Retrieval capability 24/7, 365 days.
- **Scanning Services:** Convert data to digital record.
- **Destruction Services:** Secure process to destroy paper files, records, tapes and other media.
- **Other Records Management, Storage and Archiving Services:** Other available services that fall within the scope of this contract as awarded and defined by the Contractor.
- **Moving Services:** Commercial moving services, library moving services, and other available specialty moving services as awarded and defined by the Contractor (e.g. rigging).

Contract Categories

This contract includes two categories of services as listed below.

Category 1: Records Management, Storage

Category 2: Moving Services – This category is for road cargo transport, local area trucking services, regional or national trucking services, vehicle carrier services, relocation services, tanker truck and trailer rental service, international trucking service, petroleum or chemical trucking service, road transport of dry bulk, road transport of letters and parcels, and road transport of livestock or live animals.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products, wherever possible.

Additional benefits and cost savings include:

Competitive Pricing – The Strategic Sourcing Team (SST) has awarded the contract to Contractors who provided the most competitive pricing and/or discounts for the services being offered.

Prompt Pay Discount – Is available by all Contractors.

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Statewide Awards – All Contractors provide services statewide.

On-line Capability – Secure online access via the Internet for the purpose of tracking current status, inventory, account management, alerts and notifications, document retrieval, billing and reporting.

Volume Purchase Discount – Is available from some Contractors. Please reference Contractor’s attached “Rate Sheet” on COMMBUYS for details.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for FAC96 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Pricing, Quote and Purchase Options

Purchase Options

- This contract has been set up as a zero-line item catalog in COMMBUYS.
- Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Each contractor has an “Award Rate Sheet” on COMMBUYS which includes their specific pricing details. Vendor price lists are in the attachments tab on each MBPO.
- Purchases made through this contract will be made on a fee for service basis. All orders should include reference to SWC FAC96 to ensure Eligible Entities are receiving SWC pricing.
- **Pricing and Buying Details:** All pricing on this contract are “ceiling” or “not-to-exceed” pricing.
- Product pricing may be found on the [vendor information](#) page, where links to each vendor MBPO’s are provided.

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Eligible Entities: To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

Full Performance Specifications and Requirements

The “Specification and Requirements” provides detailed specifications and performance requirements that each Contractor must comply with for services being provided. Eligible Entities should reference this when developing their SOW. Documents are available on COMMBUYS as attachments under the Conversion Vendor.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference FAC96 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase from The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

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This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Obtaining Quotes

Contract users should always reference FAC96 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For orders up to \$10,000 Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes. Although not required, OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors.

For orders over \$10,000 Eligible Entities are required to obtain at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the services being purchased.

Statement of Work Templates is available under the Conversion Vendor to assist with the process. Depending on the services being solicited under the contract please use as a reference for determining scope of work.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Each buyer is required to request their own Prevailing Wage rate for each moving job. Buyers must provide the Prevailing Wage rate sheet to the vendor with the requested scope of work. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. Vendors must pay Prevailing Wages for all moves, including those for office furniture and/or fixtures, except for “school room furniture” moving. Buyers must receive a certified payroll record from the vendor prior to paying any invoices.

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Additional Information

Executive Order EO504

Contractors have agreed to comply with Executive Order EO504 Regarding the Security and Confidentiality of Personal Information, please reference link for details: <http://www.mass.gov/ocabr/docs/idtheft/eo504.pdf>.

Retention Schedule

The Massachusetts Statewide Retention Schedule, published by the Secretary of the Commonwealth, is produced under the statutory provisions of Massachusetts General Laws Ch. 4, § 7(26), c. 30 §42, and c. 66, §§ 1, 8 and 9. This schedule applies to all records of state government including those of executive departments, constitutional offices, authorities, independent agencies, and state records being managed by contracted service providers. Further, this schedule applies to all records, regardless of location and form. This schedule does not apply to municipal government records.

With limited exceptions, approval of the Records Conservation Board is required before any records may be destroyed or transferred. For further information please refer to the Massachusetts Statewide Record Management Division at the Secretary of State which includes the link to the Record Retention Schedule.

<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>

Conditions for Storage and Archiving Services

All records are to be stored in such a manner that all reasonable steps are taken for the protection/security of said records from extreme heat and cold, high humidity, physical damage or unauthorized removal, including procedures for adequate fire detection and extinguishing systems, protection against water and smoke damage, watertight facilities, alarm systems, safes and locked files, window bars, security guards or any other devices reasonably expected to prevent loss through larceny or other means of unauthorized removal for manually held records.

Loss and Destruction

Contractors are responsible for all files stored and/or archived in their facilities from unauthorized use, theft and loss or damage by fire, smoke and water.

Travel Expense

Travel can be billed at a two (2) hour maximum. Purchasers are not required to pay for additional travel time over 2 hours.

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Other Expenses

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Obsolete Furniture Removal

Eligible Entities seeking obsolete furniture removal services **only** should utilize the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86-Category 2 Bulky Waste. If an eligible entity needs to incorporate obsolete furniture removal into a move job the below instructions must be followed:

When an agency decides that a piece of office equipment is surplus, a determination is made by the agency whether the equipment is usable or worthless. Usable equipment is posted on the Massachusetts State Surplus Property Office (SSPO) web site and offered to State agencies, political subdivisions and non-profit organizations in accordance with the Massachusetts policies and procedures governing the distribution of state-owned surplus property. If the equipment is not transferred to any eligible entity, a decision is made (by SSPO and the agency) to either sell the item or consider the item obsolete/worthless.

If an agency determines their obsolete furniture to be worthless, the agency must first submit a list of their worthless equipment to SSPO along with a cover letter stating the equipment has been deemed worthless property. The cover letter must be signed by three people from the agency. SSPO will review and response to the agency's request to dispose of the equipment.

A State Surplus Disposal Services Form has been developed to assist agencies in soliciting quotes for obsolete furniture disposal. It is located on the Conversion Vendor MBPO in COMMBUYS. It is the responsibility of the department to notify the contractor if there is any change to the disposal form. If additional office furniture needs to be removed and the contractor was not notified, it is at the discretion of the contractor whether the additional furniture will be removed or will need a new scheduling date.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.

Recycling

Eligible Entities may work with their vendors to secure recycling under the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86.



Emergency Storage

Contractors can provide emergency storage if needed during a move. Pricing is located on their Rate Sheets in COMMBUYS.

Order Cancellations

Eligible Entities and/or Contractors must provide at a minimum at least 48 hours cancellation notice of any services being purchased under the contract.

Security Deposit or Additional Insurance

Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery>Returns

Transportation Delivery/Pick-up Services: Provide transport of data files to and from facility using secure vehicles.

Additional Information/FAQs

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date

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of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

- **Volume Discounts:** Is available from some Contractors. Please reference Contractor’s attached “Rate Sheet” on COMMBUYS for details.

Memorandum of Understanding/Statement of Work

Statement of Work Templates is available under the Conversion Vendor to assist with the process. Depending on the services being solicited under the contract, please use it as a reference for determining scope of work. In addition, make sure to reference statewide contract FAC96.

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero-line item catalog in COMMBUYS.

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor price lists are located in the attachments tab on each MBPO.

How to Place an Order

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “[How to Create a Quote in COMMBUYS](#)” for guidance.

Once a quote is obtained and selected the ordering process is as follows:

P.O. FOR ONE-TIME SERVICES

- Once a service and price are determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use FAC96) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Further direction is available in the “[How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#)” Job Aid.

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P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “ This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt in COMMBUYS”](#) Job Aid.

Strategic Sourcing Team Members

Eamon Shelton	Boston Public Library
Sarah Johnson	Consumer Affairs and Business Regulation
Gerard DeFranc	Department of Children & Families
Brian Kearnan	Department of Correction
Deanne Daneau	Department of Environmental Protection
Keith Chudyk	Department of Public Health
Mary Beth Curley	Department of Public Health
Kathy Svizzero	Department of Public Health
David Harvey	Department of Public Health
Max Feldpausch	Department of Transportation
John Ferrara	Division of Capital Asset Management & Maintenance
Robert Fortes	Division of Professional Licensure
Sarah Wilkinson	Division of Professional Licensure
Edith Kwok	Executive Office of Education
Cory Thomas	Executive Office of Health and Human Services
Martin L. Lydon	Group Insurance Commission
Vadim Sealy	Health and Human Services
Billy Allen	MA State Lottery
Lori Maggiacomo	Operational Services Division
Betty Fernandez (Inactive)	Operational Services Division
Maureen Barends	Operational Services Division
Cameron O'Brien	Operational Services Division



Contract User Guide for FAC96

Vendor List and Information*

The awarded Contractors (24 total) are listed below. Please refer to each Contractor’s COMMBUYS PO for specific award information attachments (Award Summary, Rate Sheet, Signed Contract, etc.) available under the Agency and Vendor attachment sections.

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories 1. Record Management 2. Moving Services	Prompt Pay Discount	Current Contract Term End Date
Conversion Vendor	PO-16-1080-OSD03-SRC02-00000006697	Cameron O'Brien	617-720-3125	Cameron.E.O'Brien@mass.gov	N/A	N/A	01/31/2021
A. Walecka & Son, Inc.	PO-16-1080-OSD03-SRC02-00000006684	Thomas Muldoon	508-295-5952	tomm@awalecka.com	1, 2	2% - 10 Days 1.5% - 15 Days 1% - 20 Days	01/31/2021
ABC Moving & Storage CO, LLC	PO-16-1080-OSD03-SRC02-8770	Carrie Niedzwecki	978-612-5097	cniedzwecki@abcmoving.com	2	2% - 10 Days 2% - 15 Days 2% - 20 Days 2% - 30 Days	01/31/2021
American Moving & Installation, Inc	PO-17-1080-OSD03-SRC02-8787	Kathleen Rowell	781-878-800	krowell@americanmovingandinstall.com	2	3% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021
Diamond Relocation Inc	PO-16-1080-OSD03-SRC02-8777	Craig Highfield	603-560-2187	craig@diamondrelocation.com	2	3% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021
Donnegan Systems, Inc.	PO-16-1080-OSD03-SRC02-8782	Mike Melanson	800-222-6311	mmelanson@donnegan.com	1	2% - 10 Days 2% - 15 Days	01/31/2021

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OPERATIONAL SERVICES DIVISION

						1.5% - 20 Days 2% - 30 Days	
Eastern Micrographics, Inc. DBA New England Archives Center	PO-16-1080-OSD03-SRC02-8780	David Monaco	413-531-1465	dmonaco@neac.com	1	2% - 10 Days 1% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021
Five College Movers LLC	PO-16-1080-OSD03-SRC02-8776	Patrick MacWilliams	413-687-1738	move@fivecollegemovers.com patrick@fivecollegemovers.com	2	3% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021
Infoshred LLC	PO-16-1080-OSD03-SRC02-00000006683	Ronna Goslin	860-627-5800	rgoslin@infoshred.com	1	3% - 10 Days 2% - 15 Days 1% - 20 Days .5% - 30 Days	01/31/2021
Iron Mountain Inc	PO-16-1080-OSD03-SRC02-00000006677	Mark Smith	518-365-2085	mark.smith@ironmountain.com	1,2	2% - 15 Days	01/31/2021
National Library Relocations, Inc.	PO-16-1080-OSD03-SRC02-8773	Scott W. Miller	631-232-2233	scott@nlrbookmovers.com	2	3% - 10 Days 2% - 15 Days 1% - 20 Days	01/31/2021
EOS Approach LLC d/b/a Proshred / Proscan	PO-16-1080-OSD03-SRC02-8781	Joe Kelly	413-596-5479	Joe.Kelly@Proshred.com	1	3% - 10 Days 3% - 15 Days 2% - 20 Days 1% - 30 Days	01/31/2021
Recordkeeper Archive Center LTD d/b/a Recordkeeper Records Management Systems	PO-16-1080-OSD03-SRC02-00000006681	Deborah Healy	508-588-1919	debbie@recordkeeperrms.com	1	.02% - 10 Days	01/31/2021
Retrievex d/b/a Access (Apex Information)	PO-16-1080-OSD03-SRC02-00000006678	Brad Walker	(978) 399-5002	Brad.Walker@accesscorp.com	1	1% - 10 Days .75% - 15 Days .75% - 20 Days	01/31/2021
RICOH USA, Inc	PO-16-1080-OSD03-SRC02-00000006685	Mike Pallotta	978-621-1276	mike.pallotta@Ricoh-USA.com	1	1% - 20 Days	01/31/2021
Safe Movers, Inc. d/b/a ISAAC'S Moving and Storage	PO-16-1080-OSD03-SRC02-8774	Alex Puchulu	781-436-4700	apuchulu@isaacsmoving.com	2	2% - 10 Days 2% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021

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Shred It USA LLC	PO-18-1080-OSD03-SRC02-11324	Deanne Munn	401-829-6644	deanne.munn@stericycle.com	1	2% - 10 Days 1.5% - 15 Days 1% - 20 Days	01/31/2021
Sterling Corporation	PO-16-1080-OSD03-SRC02-8779	Scott Reiland	781-844-0759	sreiland@sterlingmail.com	2	2% - 10 Days 1% - 15 Days .1% - 20 Days	01/31/2021
The Maverick Group Inc.	PO-16-1080-OSD03-SRC02-00000006679	Jose M. Rodriguez	413-746-8868	josemr39@yahoo.com documents@maverickgroup.net	1	5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days	01/31/2021
Valley Green Shredding, LLC	PO-16-1080-OSD03-SRC02-8775	Eric Wartel	413-461-3333, ext. 101	eric@valleygreenshredding.com	1	2.5% - 15 Days 2% - 30 Days	01/31/2021
Wakefield Moving and Storage Inc.	PO-16-1080-OSD03-SRC02-8784	Steve Gorman Randy Davekos	781-913-5284 or 978-531-8095	sgorman@wakefieldmoving.com rdavekos@wakefieldmoving.com	1,2	3% - 15 Days 2% - 20 Days 1% - 30 Days	01/31/2021
William B. Meyer, Inc.	PO-16-1080-OSD03-SRC02-00000006682	Michael Cavallo	203-668-5339	mcavallo@williamsbeyer.com	1,2	1.5% - 10 Days 1% - 15 Days .5% - 20 Days	01/31/2021
William Lowe & Sons Corp	PO-16-1080-OSD03-SRC02-8783	Douglas Lowe	617-242-8600	doug@lowemovers.com	1,2	2% - 10 Days 1.5% - 15 Days 1% - 20 Days 1% - 30 Days	01/31/2021
WILLIAM WALSH, INC. d/b/a Walsh Movers	PO-16-1080-OSD03-SRC02-8786	William F Walsh	617-592-6171	bill@walshmovers.com	2	2% - 10 Days 1% - 15 Days	01/31/2021

Conversion Vendor

PO-16-1080-OSD03-SRC02-00000006697

All awarded vendors are listed under this PO - click on “Distributors” tab for list. [Click here to access the Conversion Vendor](#). Use this MBPO when obtaining at least three (3) quotes. This MBPO also contains the following; the RFR, Performance Specifications and Requirements, Statement of Work Template Guidance, Contract User Guide.

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